

CONFIDENTIAL

30 April 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for the Week Ending 30 April 1954

1. General



2. Projects and Studies

a. Logistical Requirements - (continued item)

PM Staff, DD/P has been requested to indicate specific quantitative requirements for heavy weapons and ammunition. Upon receipt of this information, action will be taken to determine the appropriate distribution of this material by base areas.

b. Major Base Study -- [REDACTED] (completed item)

The major base study of [REDACTED] has been completed and a presentation thereon was made by the Deputy Chief of Logistics to the Base Task Force Committee. Copies of the study were distributed to all members of the Base Task Force Committee and to the area division concerned.

c. Requirements Forecasts, FY 55 and 56 - (continued item)

Informal information has been received that DD/P (Admin) is conducting a follow up investigation designed to expedite the submission of materiel requirements forecasts. These forecasts were due in the Logistics Office 15 April 1954.

3. Administration

a. Classification Survey - (continued item)

Job questionnaires were completed by Logistics Office employees and submitted to the Office of Personnel.

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b. Mail and Courier Activities, Weekly Average, April - (continued item)

(1) Mail Activities: Post Office			
Incoming	5,129		
Outgoing	6,499		
Postage Expended	1877.26	Total	11,628
(2) Courier Activities:			
Scheduled courier trips	315		
Special courier trips	102	Total	417
Inter-agency mail by courier:			
Incoming	1,374		
Outgoing	1,487	Total	2,861

4. Transportation Division

a. Reduction of Vehicles - (continued item)

To date, one (1) vehicle has been transferred to another Agency and five (5) vehicles have been declared excess to Agency requirements. One (1) additional vehicle will be declared excess prior to 30 June 1954.

b. Operational Statistics, Weekly Average - April - (continued item)

(1) Trucking Operations:	
(a) Tonnage Moved - 27 tons (out of town)	
(b) Total Truck Mileage - 8,095	2,014
(2) Cargo Operations:	
(a) Total Air Shipments - 32	77
(b) Tonnage Moved - Air - 1.5 tons	10.8
(c) Total Surface Shipments - 82	112.5
(d) Tonnage Moved - Surface - 157 tons	112.8
(3) Personal Property Shipments:	
(a) Incoming Personal Property - 8	33
(b) Outgoing Personal Property - 11	47
(c) Incoming Privately-Owned Automobiles - 1	7
(d) Outgoing Privately-Owned Automobiles - 5	37

5. Supply Division

a. Washington Depot - (continued item)

The storage bay area has been changed to provide additional space to accommodate incoming and outgoing shipments. The efficiency of loading operations has been increased by approximately 50% as a result of this project.

6. Procurement Division

a. Tropical Rations - (continued item)

Additional tests requested by the Medical Office have been completed. Verbal report from the Pure Food and Drug Administration indicates that these tests confirm those previously conducted. Rations are suitable for human consumption and, accordingly, will be issued.

b. Contract Documents and Requisitions - (continued item)

(1) Contracts

Contractor

Commodity & Quantity

Dollar Value

Radar Receivers \$34,116
Development of Radiator 20,034
Contaminant
AM/FM Receivers 14,000

(2) Requisitions - By Division Branch - April--Weekly Averages

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	40	11	98	103	252
Received	30	11	20	149	210
Completed	29	11	9	155	204
Pending	41	11	109	97	258
Amt Oblig	\$35,047.40	\$116,792.01	\$107,613.80	\$71,651.35	\$331,104.56
	445,007	662,981	230,645	266,411	

7. Real Estate and Construction Division

a. Construction - (continued item)

Additional construction and funds in the amount of \$330,000.00 have been authorized for this project.

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8. Printing and Reproduction Division

a. Rush Work - (completed item)

Six requests for rush work have been received, involving more than 2,600,900 impressions, to be completed by 7 May 1954. Current indications are that the deadline date will be met.

b. Commendations - (completed item)

Letters of appreciation and commendation for reproduction services rendered have been received from FI Staff, DD/P and Plans and Programs Coordination Staff, DD/P.

JAMES A. GARRISON
Chief of Logistics



LO/TR&P/JAS:ae (30 April 1954)

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